

Division for the Visually Impaired  
Business Enterprise Program (BEP)  
Blind Vendors Committee (BVC)  
1901 N DuPont Highway, Biggs Building  
New Castle, DE 19720  
April 25, 2019

**Attendees:** Wayne Marsh, Committee Chairman; Rob Schmidlkofer, Business Enterprise Program; Gary Pizzolo, Committee Co-Chair; Anthony Paolini, Committee Member; Elisha Jenkins, Division for the Visually Impaired; Sandra Miller, Division for the Visually Impaired; Bill DeGraffenreid, Business Enterprise Program; Mark Ridenour, Division for the Visually Impaired; Olu Ogunsola, Division for the Visually Impaired; Andy Kloepper, Division for the Visually Impaired; Jill Morrison, Division for the Visually Impaired; Romy Mikhail, Business Enterprise Program, and Debra Mills-Joe, Division for the Visually Impaired.

Wayne Marsh called the meeting to order at 10:04 A.M.

**Rules of Engagement:** Rob Schmidlkofer reviewed the rules of engagement.

**Approval of Minutes:**

The minutes from the March 28, 2019, BVC meeting were reviewed. Anthony Paolini made the motion to approve the March meeting minutes. Wayne Marsh seconded the motion. The motion passed.

**Program Finances:**

Mark Ridenour and Olu Ogunsola provides the financial report of the BEP/BVC accounts. All approved expenses were paid.

The Smyrna Rest Area Profit & Loss statement shows there was a net loss of \$1,367.19 ending in January 2019.

The Delaware Technical & Community College Dec. 2018 – Jan. 2019 Profit & Loss indicated a loss of \$5,330.02. A final overall Profit & Loss will be prepared for this location.

The proposal of using QuickBooks was revisited. In addition, a discussion of bank fees prompted the creation of a BEP Fiscal Sub-Committee, consisting of Elisha Jenkins, Mark Ridenour, Wayne Marsh, Gary Pizzolo, and Rob Schmidtkofer to research the issue and discuss 501C (3) status of the BVC.

### **Director's Report:**

Humanity's Kitchen will open on the DHSS Campus on May. The agreement for space is between the SLA and the Division of Social Services.

DVI has provided Humanity's Kitchen with four resumes for potential employees. The positions are for a cashier, prep cook, dishwasher, and front-line server.

An online survey was disseminated to DHSS Herman Holloway Campus staff. Three hundred and seven employees participated. Sixty-one people stated they would use the café. Of the sixty-one that participated 60% stated they would use the café weekly.

The BVC's Healthy Vending Initiative received a Lt. Governor's Challenge Award from Lt. Governor Bethany Hall-Long.

The Food Truck request for proposal was rebid and now active.

Independent Living Services Administrator, Melodye May, presented at the National Council of State Agencies for the Blind an overview of the Older Individuals who are Blind Technical Assistance Center (OIB-TAC), products and services offered, trends found in technical assistance and trainings, and success stories of how technical assistance and training have benefitted agencies.

DVI hosted seven students on the DHSS campus that included activities in independent living services as well as technology services and pre-employment transition services.

Seven other students participated in a tour of the West Chester University.

During the summer months, DVI will host Mission Transition, Summer Youth Academy and Summer Youth Employment activities in collaboration with

New Castle County and the City of Wilmington. There is a suggestion to conduct mock interviews with the students at that time.

The Joint Legislative Oversight and Sunset Committee (JLOSC) will provide their recommendations in the coming weeks.

### **New Business**

There was a discussion on accessibility of vending machines. The National Association of Blind Merchants (NABM) and Randolph Sheppard Vendors of America continue to work with manufacturers on accessibility nationally.

DVI is awaiting information from the Canteen on leasing vending machines. It was suggested that buying the vending machines would be cheaper than leasing. However, in five years they may be obsolete.

Wayne Marsh made a motion to place vending machines in two of the identified locations with the location of the third to be determined. Anthony Paolini seconded the motion. The motion carried.

A discussion regarding proper contract documentation occurred. All BEP locations must present to the SLA proof of insurance, business license, and Public Health certificate by May 10, 2019.

The U.S. Postal Service ten-year agreement with National Vending will end in November 2019. DVI will research previous contracts with the U.S. Postal Service.

Two new RSA staff members have been appointed: Christine Grassman who will handle conflict resolution and Jim McCarthy Arbitration clerk.

### **Old Business:**

Strategic Planning updates scheduled for May's meeting.

Finalization of BVC training

**Public Comments:** There was no public comment.

**Adjournment:** Anthony Paolini motioned to adjourn the meeting. Wayne Marsh seconded the motion. The meeting was adjourned at 12:10 pm.

Respectfully submitted,

Debra Mills-Joe